

ANNOUNCEMENT OF JOB OPPORTUNITY
City of Kerrville

GENERAL INFORMATION:

Job title: Assistant City Attorney

Job location: Kerrville, TX 78028 United States

Date posted: 04/2/15

Job type: Full-Time

Compensation: Dependent upon qualifications

Job Category: Legal/Court

Job description: Under general direction, provides legal services on behalf of the City of Kerrville.

ESSENTIAL JOB FUNCTIONS:

- The City seeks an energetic licensed attorney with an interest in municipal law, criminal prosecution, a self-starter, hardworking, prompt, and organized.
- Advises City staff and elected and appointed City officials in various areas of municipal law.
- Prosecutes criminal cases in Municipal Court involving City ordinance offenses, Texas Transportation Code offenses, and Texas Penal Code Class "C" misdemeanor offenses. Duties also include court preparation, researching relevant case law, arguing, filing, and responding to motions filed with the court.
- Provides legal advice and handles requests under the Public Information Act
- Reviews, negotiates, and drafts contracts.
- Conducts legal research, provides legal advice, and provides written and verbal opinions on a variety of legal issues and matters.
- Drafts legislation, code provisions, regulations, ordinances, amendments, resolutions, and policies.
- Attends public meetings of City Council, boards and commissions, and advises and addresses members by making public presentations or in executive sessions.
- Performs other duties as assigned.

JOB REQUIREMENTS:

EDUCATION, TRAINING, EXPERIENCE:

- J.D. Degree from an accredited school of law.

- Three (3) to Five (5) years of increasingly responsible experience as a practicing Attorney.
- Licensed member in good standing with the State Bar of Texas.
- This position requires a valid Class “C” Texas Driver’s License. Use of your own personal vehicle is required and proof of Liability Insurance will be required.

PREFERRED QUALIFICATIONS:

- Strong working knowledge and experience in general Texas municipal laws, to include Texas Public Information Act, Open Meetings Act, Texas Code of Criminal Procedure, Texas Penal Code, and procurement laws.
- Ability to draft, negotiate, and interpret contracts.
- Knowledge of and ability to research and interpret municipal, state, and federal laws, rules and regulations.
- Criminal prosecution or civil trial experience.

PHYSICAL JOB REQUIREMENTS:

- Physical requirements include occasional lifting/carrying of 5 pounds.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of Civil and Criminal Law.
- Knowledge of specialized or substantive areas of law relevant to municipal practice.
- Skill in researching and analyzing facts, legal problems, and strategizing with City Attorney and staff.
- Ability to communicate clearly and effectively, both verbally and in writing.
- Ability to maintain effective relationships with other attorneys and City staff.